



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: APRIL 9, 2020

TO: City Building Committee

FROM: David Oakes, Public Works Facilities & Energy Manager

RE: 51 High Street – Youth Services Office Moves

The Department of Public Works Building Maintenance Division previously moved Youth Services staff members from the 1st floor to the 2nd floor at 51 High Street, in anticipation of the new Bristol Hospital tenants (Women, Infants & Children and Parent-Child Center) at the beginning of April 2020.

Staff have moved other room items, personal offices and equipment to 2nd floor as directed by Youth & Community Services Supervisor Stephen Bynum and his staff. The former Pine Lake office has been painted (as requested) and all the Children's Room materials from the 1st floor occupy this space.

Staff will continue to provide assistance as required to meet Youth Service's needs, including disposal of unwanted materials and furniture/equipment shifts as required.